

# **Interagency Committee of State Employed Women (ICSEW)**

## **Committee Policies and Procedures**

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### **2.01 Appointment of Board Members**

Date of Original Issue: March 11, 2004 Date Modified: <none>

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#### **PURPOSE**

This policy assures timely and consistent recruitment and appointment of board members.

#### **INTENT**

The intent of this policy is to outline recruitment techniques, application process, selection process, and new board member orientation procedures.

#### **SCOPE**

This policy applies to all ICSEW board positions open for recruitment or newly appointed. The bylaws define the board as the Vice-Chair, Treasurer, Secretary, and standing and ad-hoc subcommittee chairs. This policy does not cover the ICSEW Chair as the Governor appoints that position.

#### **POLICY**

The process for recruiting, selecting, and orientating of ICSEW board members shall be consistent. The policy and procedures governing the ICSEW board selection process shall be distributed to all potential board member applicants at the time of recruitment and be available at all times on-line at <http://icsew.wa.gov>.

#### **PROCEDURE**

##### **New Business Year Transition**

- The ICSEW Chair has the ability to determine current board members to retain for the new business year. In the event the chair wishes to replace a board member, notice to the board member shall be given by June 30<sup>th</sup>.
- Board members wishing to relinquish their positions must inform the ICSEW Chair by June 30<sup>th</sup>.
- The ICSEW Chair shall make the announcement of vacant board positions at each transition meeting (held the second Tuesday in July of every

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year). The announcement shall also be made via electronic mail to all ICSEW members by this date. The following items must be included or covered by the announcement:

- Bylaws, Article 5 – Executive Board
  - Title and brief description of the vacant board position(s)
  - Any Policies & Procedures that govern the vacant position(s)
  - Policy & Procedure 2.01 - Appointment of Board Members, and
  - Submittal requirements as determined by the current ICSEW chair
- The application submittal time for ICSEW board positions shall be open to only ICSEW members for 14 calendar days.
- Applicants shall submit requested information to the ICSEW chair for consideration. These include, at a minimum, a letter of interest, or electronic mail, describing why the person is interested in the position and what skills they would bring to the board. The ICSEW Chair has the option to require additional information.
- The ICSEW chair will have 10 calendar days to consider applicants and offer positions.
- Board positions shall be filled to the extent possible in time for the August Executive Board meeting.
- All target dates will be extended by 60 days in the event the Governor has not appointed an ICSEW Chair by June 30<sup>th</sup>.

### **Mid-Year Vacancies**

- The ICSEW Chair shall announce via electronic e-mail a board vacancy as soon as it is known. The following items must be included or covered by the announcement:
  - Bylaws, Article 5 – Executive Board
  - Title and brief description of the vacant board position(s)
  - Any Policies & Procedures that govern the vacant position(s)
  - Policy & Procedure 2.01 - Appointment of Board Members
  - Submittal requirements as determined by the ICSEW chair
- The application submittal time for ICSEW board positions shall be open for 14 calendar days.
- Applicants shall submit requested information to the ICSEW chair for consideration. At a minimum, a letter of interest, or electronic mail, describing why the person is interested in the position and what skills they would bring to the board shall be required. The ICSEW Chair has the option to require additional information.
- The ICSEW chair will have 10 calendar days to consider applicants and offer positions.

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### **Emergency Appointments**

- The ICSEW chair has the right to make emergency board appointments without following the standard recruitment procedures when a vacancy will prohibit the ICSEW from fulfilling obligations of the current business plan.
- Emergency appointments are good through June 30<sup>th</sup> of the current business year.

### **New Appointments**

- The ICSEW chair shall schedule one-on-one time with new board members within 14 calendar days of their appointment to:
  - Clarify duties & expectations
  - Answer questions that new board member may have, and
  - Review ICSEW Policies & Procedures

## **RELEVANT LAW AND OTHER RESOURCES**

### **ICSEW Bylaws**

Board Approved:  
February 27, 2004

Committee Approved:  
March 9, 2004